



1.1A TEMPLATE 1: SAMPLE APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT

CONTACT DETAILS

Full Name:			
Date of Birth:	Male:	<input type="checkbox"/>	Female: <input type="checkbox"/>
Address:			
		Postcode:	
Tel:		Email:	
Previous Name (if different from above):			

EXPERIENCE

Please highlight any experience of working with children and/or young people in a paid or voluntary capacity. Give outline dates if possible.

LEADERSHIP ROLE

Please outline the group(s) and leadership role(s) you would like to undertake as a leader.

Why do you want to undertake this role(s)?

OTHER INFORMATION

Please outline any other information relevant to this role which you would like to share (e.g. Medical conditions or allergies).



REFERENCES

Please provide the names and addresses of two people whom we could contact for a reference (not relatives).

1. First Referee

Name:

Address:

Tel:

Email:

2. Second Referee

Name:

Address:

Tel:

Email:

DECLARATIONS

The Church has a policy on the recruitment of ex-offenders which is available from a member of the Parish Panel on request.

Additional questions relevant to this role will be asked as part of the AccessNI/Garda Vetting application process, a copy of relevant forms will be stored by the Parish/Diocese and relevant sections will be shared with the COI Safeguarding Board to process the AccessNI/Garda Vetting check.

I consent to AccessNI Enhanced check/Garda Vetting check being undertaken for the role for which I have applied

Yes: No:

I acknowledge that I have read the relevant sections of the Safeguarding Children policy and declare I will uphold this policy in the role(s) I have applied for

Yes: No:

I shall uphold the requirements of the role and exercise a duty to care for any children in my charge

Yes: No:

General Data Protection Regulation (GDPR):

We are committed to protecting your personal information. By completing and signing this form you are confirming that you are consenting to the Parish holding and processing your personal data, including training for the purpose of contacting you by post, phone or electronically with regard to church activities. If you have any questions about how we process your personal data contact a member of the Select Vestry.

Name (print):



TRAINING DECLARATION

If you have not undertaken any COI safeguarding training please leave this section blank.

I have attended training which has introduced me to the Church of Ireland Child Safeguarding Policy, and the recommended procedures to be followed when working with children have been explained to me.

Date of signature:

Venue:

Signature:

NEXT STEPS

Please return this form to a member of the Parish Panel; they will contact you to arrange an informal interview.

With this application form you may have received information to complete an **AccessNI/ Garda Vetting Check**. Please complete the instructions in regard to this and bring the form (and supporting document originals) to the interview.

Please note that a leadership role can only be undertaken once the Parish Panel have formally approved it.



TO BE COMPLETED BY THE PARISH PANEL

NOTES

- Furnish the applicant with an AccessNI/Garda Vetting application pack.
- If a break of 6 months or more occurs in any volunteer’s service, then a new interview and vetting process should be undertaken.

REFERENCES

REFERENCE (1) RECEIVED:	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
REFERENCE (1) FOLLOWED UP:	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
REFERENCE (2) RECEIVED:	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
REFERENCE (2) FOLLOWED UP:	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>

APPLICATION FORM

Date application form received:	<input type="text"/>	Form complete? Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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PANEL INTERVIEW *Or refresher interview if the volunteer has been in the role*

Panel Member (1):	<input type="text"/>	Panel Member (2):	<input type="text"/>			
Panel Member (3):	<input type="text"/>	Date of interview:	<input type="text"/>			
Recommendation:	Approved:	<input type="checkbox"/>	Not Approved:	<input type="checkbox"/>	Deferred:	<input type="checkbox"/>

NOTES